



Registration Form

Portland Housing Center

PORTLAND HOUSING CENTER

www.portlandhousingcenter.org

3233 NE Sandy Blvd., Portland, OR 97232

Phone: 503-282-7744

Fax: 503-239-3798

For office use only

Date received: _____ Amount paid: \$ _____

Check #: _____ Receipt #: _____ Cash

New Registration Re-Registration

- Review Privacy Policy and complete and sign Registration Form
- Submit Registration Form, a copy of your ID, and program materials fee of \$99 by check or exact cash
- PHC will contact you within 3-5 business days

Homebuyer Information:

Name: _____
First MI Last

SSN: ____/____/____ DOB: ____/____/____

Email: _____

Mailing Address: _____
Street City State Zip County

Best Phone: _____

Work Phone: _____

Cell Phone (optional): _____

Co-Homebuyer Information:

Name: _____
First MI Last

SSN: ____/____/____ DOB: ____/____/____

Email: _____

How did you find out about the Portland Housing Center?

- Bank/Lender Family Friend Non-Profit/Other Agency
- PHC Website Realtor Other _____

Home-buying status:

Have you already selected a realtor? yes no

If yes, Name of Realtor: _____

Phone number of Realtor: _____

are you pre-approved for a loan? yes no

If yes, Name of Loan Officer: _____ Name of Bank: _____

Email of Loan Officer: _____

IF yes, are you in contract to buy a house and do you have a closing date for your loan? yes no

If yes, what is your closing Date: ____/____/____ Name of your Real Estate Broker: _____

Email of your Real Estate Broker: _____

IF yes, would you prefer to take the homebuyer education class: In Person or online

Homebuyer:

Employed/Employer Name: _____
(Required)

Self Employed Social Security/Disability

Unemployed Retired

Other (Required) _____

Co-Homebuyer:

Employed/Employer Name: _____
(Required)

Self Employed Social Security/Disability

Unemployed Retired

Other (Required) _____

Applicant Name: _____

Homebuyer (continued):

gross Monthly income (Before Taxes) _____

Primary language: _____

Country of Birth: _____

gender: Male Female

Primary race:

- Alaskan Indian/Native American
- Asian
- Black or African American
- Native Hawaiian/Other Pacific Islander
- White
- American Indian/Alaskan Native and Black or African American
- American Indian/Alaskan Native and White
- Asian and White
- Black/African American and White
- Other

secondary race:

- African
- Asian
- Black/African American
- Latino/Hispanic
- Middle Eastern
- Native American/Alaskan Native
- Native Hawaiian/Pacific Islander
- Slavic
- White
- Declined to Answer
- None

Please specify if you are: Hispanic Non-Hispanic

disabled: Yes No

Veteran: Yes No

Migrant Farmworker: Yes No

Co-Homebuyer (continued):

gross Monthly income (Before Taxes) _____

Primary language: _____

Country of Birth: _____

gender: Male Female

Primary race:

- Alaskan Indian/Native American
- Asian
- Black or African American
- Native Hawaiian/Other Pacific Islander
- White
- American Indian/Alaskan Native and Black or African American
- American Indian/Alaskan Native and White
- Asian and White
- Black/African American and White
- Other

secondary race:

- African
- Asian
- Black/African American
- Latino/Hispanic
- Middle Eastern
- Native American/Alaskan Native
- Native Hawaiian/Pacific Islander
- Slavic
- White
- Declined to Answer
- None

Please specify if you are: Hispanic Non-Hispanic

disabled: Yes No

Veteran: Yes No

Migrant Farmworker: Yes No

Household type:

- Single adult, no children
- Married with children
- Female-headed single parent household
- Other
- Married without children
- Unrelated Adults
- Male-headed single parent household

Housing status:

Own Rent Do Not Pay Rent

Are you a first time homebuyer? Yes No
(Applicant(s) have not owned a home in the last three years)

Current Rent: _____

Are you on Section 8/Public Housing? Yes No

Income Certification:

For the next 12 months, what is your estimated TOTAL HOUSEHOLD INCOME \$ _____

(Total household income is defined as gross income, before any payroll deductions of wages and salaries. Include all sources of income for ALL household members including wages and salaries, overtime pay, commissions, bonuses, tips, unemployment, and social security and pension income, the income from assets, and the net income from the operation of any business. Copies of pay stubs and tax returns may be requested to verify income.)

Total number of people in household: _____ Number of dependents (children under 18): _____

Ages of dependents: _____ Are any children/others in house disabled? Yes No

Do you currently have any savings? Yes No How much? _____

additional information that would help us in completing your Homebuyer assessment:

authorization:

I authorize the Portland Housing Center to:

1. Pull my credit report to review my credit file for housing counseling in connection with my pursuit of a loan to purchase real property; and
2. Pull my credit report and review my credit file for informational inquiry purposes; and
3. Obtain a copy of the Good Faith Estimate and HUD-1 settlement statement when I purchase a home from the lender who made me a loan or the title company that closed the loan.

Disclosure:

i/we acknowledge receipt of the Portland Housing Center Privacy Policy and understand the privacy options.

I understand that the Portland Housing Center provides home buyer education and counseling services as well as mortgage financing. I further understand that the housing counseling services provided at the Portland Housing Center, while designed to assist in becoming mortgage-ready, do not direct or restrict me to particular professionals, lenders or loan products, and that I am under no obligation to utilize the Portland Housing Center mortgage financing products or the products or services of any of PHC's partners. I understand that the Portland Housing Center encourages me to choose mortgage financing that meets my needs and is in my best interest.

Verification:

I hereby certify that the information provided is true and accurate to the best of my knowledge, and if asked can prove accuracy of the information. I understand that I may be asked to provide paystubs and other documentation of income. I understand the materials fee I am paying is *non-refundable*. I identify the person(s) signing the registration form to be the customer/s receiving services from the Portland Housing Center.

Homebuyer signature: _____ **Date:** ____/____/____

Photo ID# _____ ID Type: _____ Issue Date: ____/____/____ Exp Date: ____/____/____
(Driver's License, ID Card, etc.)

C0-Homebuyer signature: _____ **Date:** ____/____/____

Photo ID# _____ ID Type: _____ Issue Date: ____/____/____ Exp Date: ____/____/____
(Driver's License, ID Card, etc.)





Portland Housing Center Privacy Policy

NOTE: If you have an impairment, disability, language barrier, or otherwise require an alternative means of accessing information about housing counseling, please talk to your housing counselor about arranging alternative accommodations.

Portland Housing Center (PHC) is committed to assuring the privacy of individuals and/or families who have contacted us for assistance. We realize that the concerns you bring to us are highly personal in nature. We assure you that all personal information shared orally and/or in writing will be managed within ethical and legal considerations. Additionally, we want you to understand how we use the personal information we collect about you. Please carefully review this notice as it describes our policy regarding the collection and disclosure of your nonpublic, personal information.

PHC will not share your non-public personal information with any third party except (a) as required by law or HUD program rules, or (b) if you provide written consent for a specific disclosure.

What is nonpublic, personal information?

- Information that identifies an individual personally and is not otherwise publically available information, such as your Social Security Number or demographic data such as your race and ethnicity
- Includes personal financial information such as credit history, income, employment history, financial assets, bank account information and financial debts

What personal information does PHC collect about you?

We collect personal information about you from the following sources:

- Information that you provide on applications, forms, email, or verbally
- Information about your transactions with us, our affiliates, or others
- Information we receive from your creditors or employment references
- Credit Reports

What categories of information do we disclose and to whom?

We may disclose the following personal information to financial service providers (such as companies providing home mortgages), Federal, State, and nonprofit partners for program review, monitoring, auditing, research, and/or oversight purposes, and/or any other pre-authorized individual and/or organization. The types of information we disclose are as follows:

- Information you provide on applications/forms or other forms of communication. This information may include your name, address, Social Security Number, employer, occupation, account numbers, assets, expenses, and income.
- Information about your transactions with us, our affiliates, or others; such as your account balance, monthly payment, payment history, and method of payment.
- Information we receive from a consumer credit reporting agency; such as your credit bureau reports, your credit and payment history, your credit scores, and/or your creditworthiness.
- We do not sell or rent your personal information to any outside entity.
- We may share anonymous, aggregated case file information; but this information may not be disclosed in a manner that would personally identify you in any way. This is done in order to evaluate our program, gather valuable research information, and/or design future programs.
- We may also disclose personal information about you to third parties as permitted by law.

How is your personal information secured?

We restrict access to your nonpublic personal information to PHC employees who need to know that information in order to perform their housing counseling duties. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information; and we train our staff to safeguard client information and prevent unauthorized access, disclosure, or use.